



Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Job title: HR Policy Adviser

Accountable to: Director, HR Policy and Employee Relations

Division: Human Resources

Competency	Evidence	E/D
Knowledge and experience	• Previous experience of working in a large HR department supporting a complex and diverse organisation • Can demonstrate a sound knowledge of UK employment legislation and HR good practice, with experience of advising colleagues and managers on HR policy and procedure • Experience of implementing, and developing or contributing to HR policies across a range of topics • Excellent knowledge of Microsoft Office: Word, Excel, PowerPoint and Outlook • Experience of servicing committees and/or organising events • Experience of producing accurate minutes and/or meeting notes • Able to demonstrate an understanding of project management tools and techniques	E E E E E E D
Communication	• Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people, at all levels, in the most appropriate format • Excellent written skills i.e. ability to produce clear and professional policy, procedure and guidance documents • Ability to exercise discretion and deal professionally with confidential and/or politically sensitive information • Ability to use persuasive techniques to influence the viewpoints of others • Experience of trade union negotiation and/or consultation	E E E E D
Planning and organising	• Ability to deal with frequently changing and multiple priorities • Ability to organise and manage small projects • Ability to work accurately and pay attention to detail	E E E
Service delivery	• Evidence of enhancing a customer focused service and the efficiency in which information is accurately and promptly delivered to internal and external customers • Evidence of autonomously setting individual targets and working to tight deadlines	E E
Teamwork and motivation	• Experience of working collaboratively with colleagues as part of a small team • Experience of being pro-active and taking responsibility for	E E

	own workload Ability to sustain momentum and a positive approach in a pressurised environment	E
Initiative and problem solving	- Experience of evaluating options, identifying effective courses of action and taking initiative to resolve problems - Ability to make constructive recommendations about improvements to policies and procedures and to see them through to implementation	E E
Liaison and networking	- Ability to develop good working relationships with internal and external contacts at all levels of seniority - Ability to engage others and to adopt a consultative approach to policy implementation and development with key stakeholder groups	E E
Analysis and research	- Evidence of effectively understanding large amounts of moderately complex information and compiling succinct summaries - Ability to undertake research from a wide range of sources, using a range of techniques to gather and analyse relevant information.	E E

E - Essential requirements without which the job could not be done

D - Desirable requirements that would enable the candidate to perform the job well